

CAPITAL IMPROVEMENT PROGRAM CALENDAR

July

- Requests for capital projects are solicited from all county departments.
- Instructions for completing the Capital Improvement Project request forms, sample request forms and a timetable for completing the proposed CIP are sent to all departments.

August

- County departments submit project requests to Budget and Management.
- Project requests are distributed to selected departments for a cursory review of project cost estimates and early indications of transportation, utility, technology, environmental or land use issues, if any. Any such issues are communicated to Budget and Management. Budget and Management presents these issues to the CIP Review Committee.

September

- CIP Review Committee convenes to perform a preliminary review of the capital project submissions -- the scope and description of the projects are verified at this initial meeting. Ineligible projects are identified and excluded from further review.
- Budget and Management determines preliminary funds availability for the applicable CIP planning years.
- CIP Review Committee convenes to begin prioritizing projects.

October

- Budget and Management refines funds availability for the applicable CIP planning years.
- CIP Review Committee continues to meet - finalizes prioritized list of projects.

November

- CIP Review Committee meets with County Administrator to review established list of prioritized projects.
- List of prioritized projects is revised based on County Administrator's comments.

December

- County Administrator's proposed CIP is compiled.

January

- A work session on the proposed CIP is conducted with the Board of Supervisors.

March

- A Public Hearing on the proposed CIP is held.

April

- Board of Supervisors adopts the CIP along with the operating budget.